



PURCHASE ORDER

Tabaco City
LGU

Supplier	EXPONENT OFFICE & SCHOOL SUPPLIES	P.O No.:	23-11-1481
Address	P-2, PANAL, TABACO CITY	Date:	NOV 07 2023
		Mode of Procurement:	SHOPPING B
		PR No./s	23-10-1509

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	LGU-TABACO CITY -	GENDER & DEVELOPMENT OFFICE (GAD-NUTRITION OFFICE)	Delivery Term:	15 cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
Supply & Delivery of Various Materials and Supplies for the Nutrition Program Assessment Conference and Enhancement Activity					
1	50	pcs	Permanent Marker Broad Type, Black (PILOT)	53.00	2,650.00
2	50	pcs	Permanent Marker Broad Tip, Blue (PILOT)	53.00	2,650.00
3	10	pcs	Masking Tape, MT-2420 (WISE)	50.00	500.00
4	21	pcs	Correction Tape, 8m (JOY)	43.00	903.00
5	18	bottle	EPSON Ink, 664 Black, 70ml (EPSON)	300.00	5,400.00
6	20	ream	Bond Paper Legal Size, 8.5 x 13, Subs 20, 70gsm, 500sheet/ream (HARD COPY)	275.00	5,500.00
7	20	ream	Bond Paper Short Size, 8.5 x 11, Subs 20, 70gsm, 500sheet/ream (HARD COPY)	238.00	4,760.00
8	10	pcs	Tape, Transparent 1" x 100y (WISE)	38.00	380.00
9	2	pcs	Pencil Sharpener (STATIONARY)	250.00	500.00
10	10	pcs	Scissors, Large (JOY)	90.00	900.00
11	5	box	Sign Pen, 0.5, 2pcs/box (MY GEL)	218.00	1,090.00
12	10	pcs	Highlighter, Assorted Color (STABILO)	48.00	480.00
13	5	pcs	Glue, 130g, All-Purpose (ELMER'S)	45.00	225.00
14	15	box	Pencil, 12pcs/box, No. 2 (MONGOL)	135.00	2,025.00
15	15	box	Ballpen, 0.5, 12pcs/box, Ordinary (FABER)	81.00	1,215.00
16	2	pcs	Calculator, 12 Digits (CASIO)	940.00	1,880.00
17	20	pcs	Double Sided Tape, 1" x 12's (CROW)	55.00	1,100.00
18	10	box	Xs Binder Clip Small, 41mm, 1-5/8", 12pcs/box (DL OFFICE)	195.00	1,950.00
19	10	box	Binder Clip, Big, 51mm, 2", 12pcs/box (DL OFFICE)	213.00	2,130.00
20	15	pcs	Manila Paper, 36" x 48"	4.50	67.50
21	15	pcs	Certificate Case, A4 Size (ADVANCE)	68.00	1,020.00
22	136	pcs	Notebook, 20leaves (ADVANCE)	13.00	1,768.00
23	30	pack	Glossy Photo Sticker Paper, A4 Size, 20sheet (JOJO)	88.00	2,640.00
24	1	pc	Cutter Board, B4, Wood Based (JOY)	1,450.00	1,450.00
25	136	pcs	Folder Long, 8.5 x 13inches, White (ADVANCE)	7.00	952.00
26	136	pcs	Folder Long, 8.5 x 11inches, White (ADVANCE)	6.50	884.00
27	2	pcs	Tape Dispenser (JOY)	118.00	236.00
28	5	pcs	Staple Wire Remover, Plier Type (JOY)	290.00	1,450.00
29	5	pcs	Staple, #35 with Remover (HBW)	118.00	590.00
30	2	pcs	Puncher, 2 Hole (JOY)	380.00	760.00
			nothing follows		-
				TOTAL	48,055.50

Forty Eight Thousand Fifty Five Pesos and Fifty Centavos

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed

CONFORME:	Very Truly yours,
(Signature over printed name)	CIELO KRISEI LAGSMAN-LUISTRO
(Date)	City Mayor

(In case of Negotiated Purchase pursuant to section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sangguniang Resolution No.:	Date:
Certified Correct:	
	Secretary to the Sanggunian